



6. Special Program for Employment of Students (SPES)

The Special Program for Employment of Students (SPES) is DOLE's youth employment-bridging program which aims to provide temporary employment to poor but deserving students, out-of-school youth, and dependents of displaced or would-be displaced workers during summer and/or Christmas vacation or any time of the year to augment the family's income to help ensure that beneficiaries are able to pursue their education.

Office or Division: Referral and Placement Division

Classification: Highly Technical

Type of Transaction: G2C - Government to Citizen

Who may avail: High school or college students, out-of-school youth (OSY) and dependents of displaced or would-be displaced workers at least 15 but not more than 30 years of age

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(3) passport-sized pictures	Client
(1) photocopy of birth certificate or baptismal certificate	Philippine Statistics Authority (PSA)
(1) photocopy of Form 138 (for Senior High School students)	Highschool
(1) photocopy of report of grades or Certified True Copy of class cards of previous semester/school year (for Vocational and Col-	College/University



Any of the following to attest to parents' income: (1) Certified true copy of the latest Income Tax Return (ITR) or Certificate of Tax Exemption issued by BIR			Bureau of Internal Revenue (BIR)	
(1) Photocopy of proof of enrolment (e.g. Official receipt or Scholarship certification)			Highschool/College/University	
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquires at the front desk, signs on the Visitors' Logsheet and submits the complete set of requirements listed above	1. Receives the client and asks the client to fill-out the SPES application form	NONE	3 minutes	<i>Computer Operator II Computer Operator III Referral and Placement Division</i>
2. Fills-out and submits the SPES application form together with the other requirements listed above	2. Evaluates submitted documents and determines if the applicant is qualified ➤ If the client is qualified, encodes the applicant's information and matches to the municipal office related to education	NONE	20 minutes	<i>Computer Operator II Computer Operator III Referral and Placement Division</i>
3. Attends SPES Orientation and signs the employment contract	3. Conducts SPES Orientation and presents places of assignments and work plan to students	NONE	4 hours	<i>Computer Operator III Senior Labor and Employment Officer Referral and Placement Division</i>
4. Fulfills the 20 days stated on the contract and submits DTRs and accomplishment reports	4. Validates Daily Time Records (DTRs) and accomplishment reports and processes the 60% counterpart of payroll of students with complete attendance	NONE	10 days	<i>Computer Operator II Computer Operator III Referral and Placement Division</i>
5. Receives the 60% salary from PGB	5. Conducts SPES payout for the release of the 60% PGB counterpart	NONE	5 minutes	<i>Computer Operator II Computer Operator III Referral and Placement Division</i>
TOTAL:			10 days, 4 hours, 28 minutes	